



NOV 02 2009

PROCUREMENT MEMORANDUM 2010-02

ACTION

MEMORANDUM FOR: HEADS OF CONTRACTING OFFICES

FROM: Helen Hurcombe *Helen Hurcombe*
Senior Procurement Executive
And Director, Office of Acquisition Management

SUBJECT: Recovery Act Award Cover Page

Background

In compliance with Section 1512 of the American Recovery and Reinvestment Act of 2009 (Recovery Act), all recipients of awards funded under the Recovery Act are required to report the use of these funds quarterly through the nationwide reporting system, federalreporting.gov. This reporting tool was developed to collect data on projects and activities expended in whole or in part with Recovery Act funds and to enhance transparency by publicly identifying where federal funds are spent.

The data reported in federalreporting.gov is cumulative for each quarter and includes information such as award number, Data Universal Numbering System (DUNS) number, award description, primary place of performance, award type, etc. All required reporting information is provided to the contractor in the award documents and further explained in guidance and tutorials available at recovery.gov as well as sample templates and reporting worksheets on Department of Commerce's webpage, recovery.commerce.gov.

Upon completion of the first reporting period, a significant number of errors were identified primarily with miscoding award-specific information such as awarding and funding agency codes and government contracting office codes. Resultantly, in an effort to increase the accuracy of data reported, a Recovery Act award cover page has been developed for Contracting Officers to populate with required award-specific information and provide to Recovery Act contractors to use when filing quarterly reports.

Purpose

The purpose of this Procurement Memorandum is to reduce the risk of contractors miscoding or omitting Recovery Act data and improve the accuracy of information reported on federalreporting.gov.

Applicability

This policy applies to all transactions funded in whole, or in part with Recovery Act funds.

Required Actions

To further assist Recovery Act contractors in fulfilling Section 1512 reporting requirements, Contracting Officers shall:

- Populate the Recovery Act award cover page provided under Appendix A with the following contractor's award-specific information: (a) award number, (b) funding agency code, (c) awarding agency code, (d) government contracting office code, (e) program source treasury account symbol and (f) activity code;
- Ensure the information is correct as contractors are requested to enter the data exactly as it appears on the cover page; and
- Use the completed cover page as the first page of the Recovery Act award or modification.

The Recovery Act cover page is provided as a sample and contains the minimum agency supplied information to assist Recovery Act contractors with Section 1512 reporting. This sample can be augmented to include additional data fields as appropriate providing all minimum elements are retained.

If you have any questions, contact Sherry Dames by email at: Sdames-bowman@doc.gov or by phone on (202) 482-4721.

Appendix A: Recovery Act Award Cover Page

cc: Acquisition Community
Acquisition Council

Recovery Act Award Cover Page

This contract is awarded in whole or in part with funding under the Recovery and Reinvestment Act of 2009 (Recovery Act). In accordance with Federal Acquisition Regulation (FAR) Clause 52.204-11, all federal contractors in receipt of an award or modification to an existing award with Recovery Act funds and for which an invoice has been submitted, must report the use of these funds within 10 calendar days after the end of each fiscal quarter on FederalReporting.gov.

The award-specific information below has been provided by the contracting office administering your award and is required for completion of the Recovery Act quarterly report. In order to accurately report this data, you must enter the required information *exactly* as indicated below.

Award Number	Insert the contract/order number exactly as it appears on the award document.	XX-XXXX-XX
Funding Agency Code	Insert the numeric code of the Federal Agency responsible for funding the contract. <i>This 4-digit number may be different from the awarding agency code.</i>	13XX
Awarding Agency Code	Insert the numeric code of the Federal Agency responsible for awarding and administering the contract. <i>This 4-digit number may be different from the funding agency code.</i>	XXXX
Government Contracting Office Code	Enter the agency code for the contracting office that executed the award.	XX
Program Source (TAS)	Provide the Treasury Account Symbol (TAS) that identifies the funding Program source.	13-XXXX
Activity Code	Identify the 6-digit North American Industry Classification System (NAICS) code found in the solicitation/contract. This is the NAICS code applicable to the contract award (not sub awards).	XXXXXX